

AWARD NOMINATION FORM

AWARD RECIPIENT: _____ SSN: _____
GRADE: _____ EMPLOYEE SALARY: \$ _____
COMMAND: _____

AMOUNT OF AWARD RECOMMENDED: _____ (ENTER DOLLAR AMOUNT OR % OF SALARY)

TYPE OF AWARD: (CHECK ONE)

☐ PERFORMANCE AWARD

☐ SPECIAL ACT

☐ QUALITY STEP INCREASE

☐ ON-THE-SPOT

☐ TIME-OFF AWARD: _____ HOURS RECOMMENDED

AWARD NOMINATED BY:

☐ SUPERVISOR/MANAGER

☐ CO-WORKER (IF CO-WORKER, PLEASE FORWARD NOMINATION TO
EMPLOYEE'S SUPERVISOR FOR CONCURRENCE. CO-WORKERS MAY ONLY
NOMINATE OTHER EMPLOYEES FOR ON-THE-SPOT AWARDS.)

SIGNATURE OF NOMINATOR: _____

JUSTIFICATION FOR AWARD. (PROVIDE SPECIFIC ACCOMPLISHMENTS AND TIMEFRAME
COMPLETED.)

SIGNATURE OF SUPERVISOR: _____ DATE: _____

HAS EMPLOYEE RECEIVED MONETARY/TIME-OFF AWARD DURING CURRENT APPRAISAL CYCLE? _____
IF SO, ATTACH DOCUMENTATION OF AWARD.

DATE AWARD NOMINATION RECEIVED: _____

AWARD COMMITTEE RECOMMENDATION, IF APPLICABLE:

☐ RECOMMEND APPROVAL

☐ RECOMMEND DISAPPROVAL
& RETURN TO NOMINATOR

☐ RETURN TO NOMINATOR FOR
ADDITIONAL INFORMATION

AMOUNT APPROVED: _____

COMMAND COMPTROLLER Signature: _____ Date: _____

AWARDS SUBMITTED FOR APPROVAL: ☐ APPROVED

☐ DISAPPROVED

ACTIVITY HEAD/DESIGNEE APPROVAL: _____

SIGNATURE

Date

PERFORMANCE AWARD: Granted to an employee or group of employees for demonstrated sustained performance. Performance level should be observed for a minimum of three (3) months. Accomplishments include:

- _____ Exceptional program or project management;
- _____ Individual or team work that results in a high quality product or service to a customer;
- _____ High quality performance significantly above what is expected at the “Acceptable” level and consistently sustained over a period of time; and
- _____ Cannot exceed more than 10% of employee’s salary if approved locally.

SPECIAL ACT AWARD: Recognizes a group or individual effort that goes beyond expected job performance. Recognizes exceptional accomplishments such as an outstanding achievement. Nomination with:

- _____ Tangible Benefits
Estimated first-year benefit savings to the Government
\$ _____
- or
- _____ Intangible Benefits
(Use Appendix C of Navy Guidance)
Value of Benefit _____
Extent of Application _____

Cannot exceed more than \$5,000.00 if approved locally.

ON-THE-SPOT AWARDS:

Amount ranges from \$25.00 to \$750.00.

TIME-OFF AWARD:

Maximum 40 hours for one incident
Maximum 80 hours per leave year

QUALITY STEP INCREASE (QSI)

Can only receive one QSI within a 52-week period
Must be based on a Rating of Record
Significant Contribution to Mission of Activity
Expectation that the exceptional performance will continue

RECOMMENDED REQUIREMENTS OF AN AWARDS COMMITTEE

- Define available award budget. (Each command must designate at least 1.5% of aggregate base salary for all permanent appropriated fund positions on board on 1 Oct of each year. The 1.5% may be used to grant performance awards, on-the-spot awards, special acts, etc.)
- Members should include at a minimum the individual's comptroller and, additionally, a representative from each department within the organization.
- Committee recommends approval/disapproval of all awards to the Chief of Staff or Executive Officer for final approval.
- Commands may delegate on-the-spot award approval to the Department Head level.
- Maintain and publish for the command a ledger of all awards paid out during each quarter.
- Establish command award criteria.
- Ensure that Activity does not approve performance awards in excess of 10% of salary during a rating period.
- Review all nominations for monetary awards. (On-the-spot awards may be excluded.)
- The committee should meet on a periodic basis, i.e., quarterly basis.
- Establish timeframes for submission of command awards.
- Ensure that supervisors submit award nominations within prescribed timeframe, i.e., 30 days after the end of each quarter.
- Determine if employees will be authorized to recommend awards for co-workers.
- Return awards to nominator when decisions are made to disapprove award.